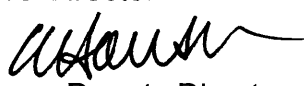


# Memorandum

To : Ramon J. Hirsig  
Executive Director

Date : October 28, 2009

From :   
Liz Houser, Deputy Director  
Administration Department

Subject : **November 2009 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's November 17-19, 2009 Sacramento meeting calendar under "P. Other Administrative Matters".

**P. Other Administrative Matters**

**P3. Deputy Director's Report**

c. Administration.....Ms. Liz Houser

1. **Contract Over \$1 Million** -This item is for Board approval.
  - Hygiene Technology International, Inc. – This is an amendment that increases the amount of the contract and extends the term of the contract.++
2. **Facilities Update** - These items provide information and may require Board action or direction.
  - Headquarters Facilities – An update on the Headquarter Remediation Project including the activated swing space moves within the building.
  - Site Search Selection – An update on the site search selection for the Headquarters annex will be provided.
3. **2009/10 and 2010/11 Budget Update, Furlough Plan and Layoffs**  
Information will be provided to the Board regarding the Governor's 2009/10 and 2010/11 Budget, Governor's Executive Order S-16-08 State Employee Furlough, and layoffs. Possible Board action or direction may be requested regarding the Governor's Budget and Executive Order.

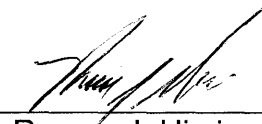
LH:lk

Attachment

Item P  
Sub-item P3. c.

cc: Honorable Betty T. Yee, Chairwoman  
Honorable Jerome E. Horton, Vice Chair  
Honorable Bill Leonard  
Honorable Michelle Steel  
Honorable John Chiang

I approve: \_\_\_\_\_



Ramon J. Hirsig,  
Executive Director